

EL/Civics Program

Appendix H: Definitions of Terms



Provider - an organization providing adult education services that pertain to this grant.

Program - approved plan of action and activities aiming at adult education that pertain to this grant.

Program (instructional) costs — have a direct and immediate benefit to AE students and are incurred in direct instruction and coaching. Examples include instructional staff salaries, instructional materials and supplies, instructional software, classroom fixtures/space, and costs associated with data collection and processing relative to individual students.

Administrative (non-instructional) costs — are for planning, administration, personnel development and interagency coordination per Section 233(a)(2) of the Workforce Innovation and Opportunity Act (WIOA). These costs may not exceed 5% in state and federal funds unless a waiver is submitted with appropriate justification (See Form 2B—Administration Cap Waiver Request), in which case costs may go up to 15% of state and federal funds. Costs that fall under this category relate to the following activities: administration, program management, fiscal, clerical, advertising, and professional development.

Type of Applicant — the grant continuation documents utilize the following NRS definitions for applicant types:

Local Education Agencies (LEA) — are publicly funded entities designated to administer and provide primary and secondary education instruction and services within a city, county, school district, township or region.

Community-based Organizations (CBOs) — are private nonprofit organizations of demonstrated effectiveness that are representative of a community or significant segment of a community. Faith-based Organizations (FBO) are non-profit organizations associated with a faith community or multiple faith ministries.

Libraries — are public state and community funded institutions that offer education and community services in addition to providing access to print, audio-visual and technology resources.

Community, Junior or Technical Colleges — are public institutions of higher education that offer associate's degree and certificate programs but, with few exceptions, award no baccalaureate degrees.

Four Year Colleges or Universities — are a public or private non-profit institution of higher education that primarily offers baccalaureate degree programs.

Other Institution of Higher Education — is a public or private non-profit institution that is not a community, junior, or technical college or a four-year college or university.

Correctional Institutions — refer to state or federal penal institutions for criminal offenders. These include prisons, jails, and other correctional detention centers.

Other Institutions (Non-Correctional) — are any medical or special institutions not designed for criminal offenders. All Other Agencies include other public (federal, state, local) agencies not listed in the categories above.

WIOA – Public Law 113–128, or the Workforce Innovation and Opportunity Act. The grant continuation documents utilize the following WIOA Title II definitions:

Adult Education — The term “adult education” means academic instruction and education services below the postsecondary level that increase an individual’s ability to—

- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- (B) transition to postsecondary education and training; and
- (C) obtain employment.

Adult Education and Literacy Activities —The term “adult education and literacy activities” means programs, activities, and services that include adult education, literacy, workplace adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training.

Correctional Institution —The term “correctional institution” means any—

- (A) prison;
- (B) jail;
- (C) reformatory;
- (D) work farm;
- (E) detention center; or
- (F) halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.

English Language Acquisition Program —The term “English language acquisition program” means a program of instruction—

- (A) designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and
- (B) that leads to—
 - (i) attainment of a secondary school diploma or its recognized equivalent; and
 - (ii) transition to postsecondary education and training; or
 - (iii) employment.

English Language Learner —The term “English language learner” when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and—
(A) whose native language is a language other than English; or
(B) who lives in a family or community environment where a language other than English is the dominant language.

Integrated Education and Training —The term “integrated education and training” means a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Integrated English Literacy and Civics Education — The term “integrated English literacy and civics education” means education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.

Literacy —The term “literacy” means an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

Workplace Adult Education and Literacy Activities —The term “workplace adult education and literacy activities” means adult education and literacy activities offered by an eligible provider in collaboration with an employer or employee organization at a workplace or an off-site location that is designed to improve the productivity of the workforce.

Workforce Preparation Activities —The term “workforce preparation activities” means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.